

STATE OF WEST VIRGINIA
THE ADJUTANT GENERAL'S DEPARTMENT
CHARLESTON, WEST VIRGINIA 25311

WV Human Resource Office Regulation
531-212

30 April 2006

**SUPERIOR QUALIFICATIONS
ADVANCED IN-HIRING RATES**

This regulation establishes the Superior Qualification Advanced In-Hire rate rule for difficult to fill positions and for positions where a specific candidate meets a special need of the West Virginia National Guard or the need of the candidate's services. This regulation applies only to General Schedule permanent appointments.

1. **AUTHORITY.** 5 USC 5333 and 5 CFR 531.212
2. **ELIGIBILITY.** Individuals hired at advanced rates under this authority must either have unusually high qualifications for the particular position or be forfeiting income that would justify a salary above the base pay for the grade or have a unique combination of education and experience that meets a special need of the organization. Individuals hired at advanced rates must be entering Federal service for the first time or must be returning to Federal employment after a break in service of 90 days or more.
3. **REQUEST AND APPROVAL PROCEDURES.** All proposed superior qualification appointments must be submitted with full justification to the HRO for review and approval. The request must include:
 - a. A request for superior qualification appointment (Appendix A, WVHRO Form 513-212a) and selecting official nomination/justification of a superior qualification's (Appendix b, WVHRO Form 513-212b) of the individual or special needs of the organization that justifies use of this authority
 - b. The factors considered in determining the individual's existing pay and the reason for setting pay at a rate higher than step one of the General Schedule Grade of the position as well as rationale to match a candidates existing rate of pay;
 - c. Rationale for advanced-in-hire rate verses a recruitment bonus; and
 - d. A comparison of the individual's qualifications and those of other well-qualified and available candidates with respect to the specific qualification standards and criteria used to evaluate the candidates.
4. **PAYMENT.** Individual's basic rate of pay will be set at a rate no more than 20% greater than the individual's current rate of pay.
5. **DOCUMENTATION AND REPORTING.** All documents relating to an appointment using this pay authority will be maintained in the technician vacancy announcement file. For *Key Staff* appointments a qualification evaluation of knowledge,

skills and abilities of all viable candidates eligible for *Key Staff* appointment will be conducted as well as consideration of determining factors concerning the individual's existing rate of pay. In the case of *Key Staff* appointments, each request will be evaluated on a case-by-case basis and documentation will be maintained in a *Key Staff* qualification evaluation recordkeeping file sufficient to allow reconstruction of the action taken in each case.

6. The following information will be reported to higher headquarters by November 15 of each year:

- a. The number of actions taken under this authority;
- b. Significant problems, if any, encountered with use of the authority;
- c. Benefits, if any, derived from the use of the delegation.

7. **APPROVAL.** Approval authority for utilization of the superior qualification advanced in-hire rate is delegated to the Human Resource Officer.

FOR THE GOVERNOR:

ALLEN E. TACKETT
Major General, WVARNG
The Adjutant General

APPENDIX A

NAME: _____

Date _____

ANNOUNCEMENT: _____

Previous civilian federal employment: Yes____ No____ (if prospective employee indicates previous federal civilian employment, **INDIVIDUAL MUST HAVE HAD A BREAK IN SERVICE OF AT LEAST 90 DAYS**) and provide additional information for the Approving Official to determine eligibility)

Current position, salary and years experience in this position.

Position Title: _____

Salary: _____ Years Experience: _____

Previous position, grade and years experience in that position.

Position Title: _____

Salary: _____ Years Experience: _____

Requested advanced in-hire rate of GS ____step_____

Signature

Selecting Official Name, Grade _____

Unit/Title _____

Phone Ext _____

APPENDIX B

MEMORANDUM FOR WV HRO

Date

FROM: Selecting Official Nomination Form

SUBJECT: Advanced In-hire Rate Recommendation

Name _____

Proposed Advanced in-hire rate GS Grade ____ Step ____

In accordance with the WVHROR 531-212 Superior Qualifications Regulation, Name: _____, Position Title: _____, is recommended for an advanced in-hire rate based on superior qualifications and the special needs of this agency.

Narrative of individual's superior qualifications:

Factors considered in determining the individual's existing pay and the reason for setting pay at a rate higher than step one of the General Schedule Grade of the position as well as rationale of matching a candidates existing rate of pay (documentation of existing rate of pay is attached)

Rationale for advanced-in-hire rate verses a recruitment bonus:

Rationale for the agencies need of this specific candidate's services:

WV HRO Form 513-212a Advanced In- Hire Rate Recommendation Form will be used in establishing eligibility, approval or disapproval and will become a part of the regulatory requirement for recordkeeping and OPM reporting requirements. Additionally the Standard Form 52 (SF 52) must be attached in order to process an approved advanced in-hire rate.

Nominating Official Name and Grade _____

Title/Unit _____

Phone Ext _____

Attachments:

SF 52

Resume, Application or Selection Package

Documentation of current salary

WVHRO Form 531-212a (April 2006) Advanced In-Hire Rate Request

WV HRO Form 513-212b (April 2006) Advanced In-hire Rate Recommendation and Justification